

Gold Coast Airport Pty Ltd Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision

Position Title: Terminal Systems and Maintenance Officer

Location: Gold Coast

Department: Asset Services

Reports to: Team Leader Terminal Maintenance

Reporting to this position: Nil

Position Purpose

The purpose of this role is to ensure that the Baggage Handling System is operating in an effective and efficient manner and to assist/support the terminal maintenance team in daily maintenance activities.

Job Role Requirements

Objective 1: Maintenance Officer

- Assist tradesman with various tasks to ensure that the terminal building structure, equipment and systems are maintained to relevant standards
- Undertake regular tasks and inspections as directed to ensure that the terminal building structure, equipment and systems are operating efficiently and safely

Objective 2: Baggage Handling System

- Operate the baggage handling system to ensure the system is meeting operational requirements in efficiency and safety
- Respond to system faults/ baggage jams and report maintenance issues
- Record all major and minor system faults
- Undertake routine maintenance procedures and inspections as directed to ensure the baggage handling system is operating efficiently and safely
- Undertake baggage conveyor system equipment emergency adhoc repairs as required

Objective 3: Administration

- Completion of relevant reports (e.g. system fault reports)
- Record details of all maintenance works in the Asset Management System

Objective 4: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site

Objective 5: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Employees and management at all levels

External: Airlines, building tenants and operators, contractors and customers

Key Capabilities Required to Perform Role

Educational Qualifications:

- Completion of recognised qualifications/accreditations relevant to the role
- Trade Certificate (preferred but not essential)

Professional Experience:

- Minimum 2 years' experience in a similar role
- Commercial and/ or industrial equipment maintenance experience
- Conveyor system experience (preferred but not essential)
- Knowledge of computer based electronic systems including; Baggage Handling System, Asset Management System and Electronic Time sheet system

Specific Job Knowledge, Skills and Abilities:

- Good written and verbal skills
- General computer literacy (Word, Excel, Internet, Email)
- Sound problem solving, decision making and negotiation skills
- Sound organisational, time, task, planning and priority management skills

- Undergo and pass a Police Records Check
- Neat personal presentation

Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature